

## **Terms & Conditions, Escanaba**

Bay College facilities are available to local non-profit organizations, businesses and the community. Facilities will be scheduled on a first-come, first-serve basis. Bay College reserves the right to adjust room assignment based on actual attendance and college events.

### **ROOM RATES AND RENTAL FEES**

Revisions in group counts, times, date, or meals may necessitate the revision of rates and rental fee(s). All rooms must be vacated promptly at scheduled times per the contract. For profit and non-profits charging a fee to attend their function will be charged to rent the facility.

### **BESSE CENTER THEATER/GALLERY**

Rental of the theater requires additional information and there are other specific terms and conditions. Requests can be made online at [events.baycollege.edu](http://events.baycollege.edu) if you have an account set up. Once your request has been approved, you will receive an estimated confirmation and will work with the Technical Director for needed details.

### **COMPUTER LABS**

Request for computer lab space can also be done at [events.baycollege.edu](http://events.baycollege.edu) with an online account. Please allow 30 days prior to make a request.

Fees apply to the rental of computer labs for profit and non-profit rentals. The fee includes the use of the projection system in the lab. The fee for rental of the lab includes one hour of set up time, if needed, from the IT Department. Bay College is not responsible for training that cannot be held due to untimely planning.

### **CANCELATION POLICY AND FEES**

A \$100 fee will be assessed to any group that has a signed contract and does not cancel an event at least five business days prior to the event. The cancellation must be in written form and faxed to 906.217.1628 or emailed to [events@baycollege.edu](mailto:events@baycollege.edu).

### **CATERING/TAXES**

Bay College provides a contracted caterer from Café Bay. Food is not allowed to be brought to campus without the permission of the caterer. There is limited catering for the M-TEC facility. Consulting directly with the caterer is encouraged; however all orders are placed with the Conference Coordinator or online with Virtual EMS.

Taxes of 6% will be charged on catering orders **UNLESS** the user group has a Michigan Sales and Use Tax Certificate of Exemption on file with the Conference Coordinator's office. This form must be submitted PRIOR to the event. Catering arrangements canceled within 48 hours of event will **NOT** be billed in full. The cancellation must be in written form and faxed to 906.217.1628 or emailed to [events@baycollege.edu](mailto:events@baycollege.edu) and [cafe@baycollege.edu](mailto:cafe@baycollege.edu). A call to the café at 906.217.4238 should also be made.

### **ALCOHOLIC BEVERAGES and TOBACCO FREE CAMPUS POLICIES**

In accordance with the Bay College Board of Trustees Policy 1018 the consumption of alcoholic beverages is prohibited on any part of the college campus, or in any of the buildings under its control or ownership. In accordance with the Bay College Board of Trustees Policy 1025 Bay College is a tobacco free campus. Smoking is NOT permitted in buildings or on the property of the college outdoors.

### **AUDIO-VISUAL EQUIPMENT**

All special equipment and technical services of the AV Technician must be arranged with the Bay College Conference Coordinator. For specific needs and technical questions about AV contact the AV Technician. Costs are estimates and adjustments will be made based on actual use the day of the event.

### **ROOM SETUPS AND FLOOR PLANS**

Bay College strongly suggests a detailed layout request for the event. Bay College reserves the right to approve, and make changes to all floor plans and layouts of all setups, seating tables, serving stations and like items to enable safe and efficient service to your event.

This includes service areas, breakdown areas, and aisle ways. Room setup is the responsibility of Bay College. Rooms can only be reserved for the capacity indicated on the information sheet and could be affected by other table or room requests that are made.

## **ACCOUNTABILITY & SECURITY**

Bay College does not assume responsibility for damages to, or loss of, any merchandise or articles left prior to, during or following an event.

Users shall be liable for any damage to buildings or equipment other than normal wear and tear. Use of buildings and equipment to any user may be denied for previous improper use. Users may be asked to provide proof of liability insurance. The administration shall be the sole judge of the college's policy on facility use and of misuse or damage to buildings or equipment.

## **BAY COLLEGE LOGO**

Use of the Bay College name, logo and image must be approved by Bay College. Users shall not represent directly, indirectly or by implication that Bay College endorses any product, service, presentation or event associated with user's utilization of the premises. The name and location of Bay College may be mentioned in the media as often as desired prior to or during a program for the purpose of promoting the program as long as sponsorship by Bay College is not implied. If uses of the Bay College name, logo or image are desired, specific written permission must be obtained.

## **DECORATION POLICIES**

Prior consent and approval must be obtained to secure signage, decorations, or other materials on walls in any facility on campus. Specific guidelines are below:

- Use of nails, staples, tacks, pins, tape, glue or adhesive on walls is not permitted.
- Decorations, displays or exhibits which require flame cannot be used.
- All décor and signage must be removed following event unless prior permission has been received.

## **ACCOMODATIONS FOR DISABILITIES POLICY**

Bay College is an ADA compliant facility and special requests for accommodations shall be made to the Conference Coordinator, prior to your event.

## **CLOSURE OF FACILITY DUE TO WEATHER/MECHANICAL FAILURE**

In the event of mechanical failure, inclement weather, unavailability of personnel, utility outages, fire, windstorm, flood, war or civil insurrection or other unforeseen circumstances beyond the control of Bay College which would close campus facilities, this facility usage agreement will be void or modified to meet facility availability.

Campus closures will be determined by 6:30 am EST. Closure and delay information will be recorded on the college phone and announced by local radio stations. Afternoon and evening closure delays will be announced by 2:30 pm EST. The user waives any claim for damage or compensation should this Agreement be terminated by Bay College for causes not under its control. Note: The College administration may authorize the opening of facilities in the event of extenuating circumstances such as a paid speaker event, business training, etc. Bay College encourages you to register for closure announcements at e2Campus.

## **PAYMENT**

Bay College accepts company checks, MasterCard, Visa, and Discover as forms of payment. In special circumstances, a deposit may be required. Payment is expected within 30 days of receipt of the invoice. Payments may be made to the Cashier's Office, mailed to Bay College, C/O Cashier's Office, 2001 N Lincoln Road, Escanaba, MI 49829 or call 906.217.4062 to make credit card payments.

## **WIRELESS ACCESS**

Wireless access is available to guests free of charge. Guests connect their device(s) to the Bay-Guest SSID for access to the internet. This network has no encryption and should be considered unsecure. If you need special access to a corporate or a school VPN (something other than just Internet and email access) you will need to register with the Conference Coordinator or other departments around campus that can assist you.

## **VIRTUAL EVENT MANAGEMENT SYSTEM (VEMS) ACCOUNTS AND CALENDARS**

Bay College is pleased to offer an online event management request system for events. This system will give options based on account settings to request spaces on both the Escanaba and Iron Mountain campus.

To use the Virtual EMS go to <http://events.baycollege.edu/> and select the appropriate template after creating an account OR use the guest account. For help with using the VEMS, you can watch the YouTube videos at [youtube.com/mybaycollege](http://youtube.com/mybaycollege). Begin with the video Introduction to Virtual EMS (there are 3 videos, start with 1 of 3).

I have read the Facility User Guidelines for facility use at Bay College and agree to the terms and conditions described therein.

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Signature

\_\_\_\_\_  
Date